

Date: \_\_\_\_\_

The Principal  
Maitreyi College  
Bapudham Complex  
Chanakyapuri  
New Delhi-110021

Madam,

Please pay all the payment due to me on account of sitting charges and conveyance by transferring to my bank account directly whose details are as under:

S.No.	Particulars	Bank Account Details
1	Name of the Account Holder	
2	Bank Account Number	
3	Bank IFSC Code	
4	Bank Name with Address	

Thanking You,

Yours truly,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No. \_\_\_\_\_